



John Carroll University
CENTER FOR SERVICE AND SOCIAL ACTION

CSSA Student Service Participant User Manual

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Introduction

The “CSSA Database” is the system that CSSA uses to manage much of the enrollment, registration, and processing details involved in service activities coordinated by the office. Through this application, students are currently able to:

- Conduct searches for service activities based on their interest, availability, and/or course requirements
- Enroll and take an online Pre-Service Orientation and quiz (prerequisite for registering in any service activity)
- Register as participants in an activity, and apply their service hours to a course/s and/or campus activity/ies
- Manage compliance requirements (e.g. uploading applications and references, registering for background checks or training sessions, etc.)
- View and print out an official copy of their service record (by semester or total)

Sign in and Enroll

Participants who have already enrolled on the CSSA website can **sign in** to their profile using their Banner ID and email with which they registered (use of JCU email is strongly encouraged, although students may use other email addresses).



Students who are new to service through CSSA may **enroll** as participants.

Students must enroll as a participant and take the CSSA online Pre-Service Orientation and quiz before they are able to register for any CSSA activity listed on the website.



NOTE: Occasionally, undergraduate students experience difficulty enrolling, most often

because they have “illegal characters” such as apostrophes or hyphens in their name which are problematic for our system. If you have trouble with this, please contact CSSA.

Participant Profile

Once a participant has successfully logged in, s/he will be taken to the main **Profile Page**. This page must be completed and submitted by the participant in order to finalize enrollment.

The screenshot shows a web browser window with the URL `2/profile.asp`. The page is titled "Participant Profile" and contains a sidebar with navigation links: "Community Partners", "Browse Activities", "Welcome, Jane Service", "Take CSSA Orientation", "Take CSSA Quiz Profile", "My Activities", "Service Hours", "Community Partners! Community Partner Sign In", "Faculty!", "Faculty Sign In", "Faculty Enroll", "Activity Coordinators!", and "Activity Coordinator Sign In".

The main content area is divided into two sections:

- General Information Fields**: This section contains a "General Information" header, a "Banner ID" field (123456), and "Last Name" (Service), "First Name" (Jane), and "Middle Initial" (C) fields. Below this is a "JCU / Local Address" section with "Box No. / Street" (20700 N. Park Blvd.), "Phone" (777-777-7777), "City" (Anytown), "State" (OH), and "Zip" (44118) fields. An "Email Address" field (jservice16@jcu.edu) is also present.
- Participant Background Fields**: This section contains a "Permanent Address" section with "Box No. / Street" (123 My Street), "Phone" (555-555-5555), "City" (Anytown), "State" (USA), and "Zip" (22222) fields. Below this is a "Participant Background Information" section with a "Your academic major" field, a "Check here if undecided" checkbox, and an "Anticipated Year of Graduation" section with radio buttons for years 2012 through 2022. The "Gender" section has radio buttons for "Male" and "Female".

The profile page is divided into two sections:

1. General Information

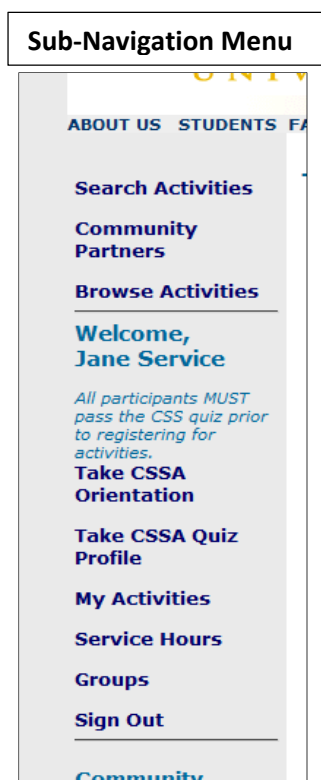
Fields are required but are editable by the student (with the exception of the Banner ID field, which can only be edited by CSSA staff).

2. Participant Background

Requires manual completion by the student

On-Line Pre-Service Orientation and Quiz

Once the participant logs in, the *Sub-Navigation Menu* changes to present new options. The first is a reminder to new participants to complete the online **CSSA Pre-Service Orientation and Quiz**, along with links to them. (This reminder disappears once the participant has completed the orientation and passed the quiz.)



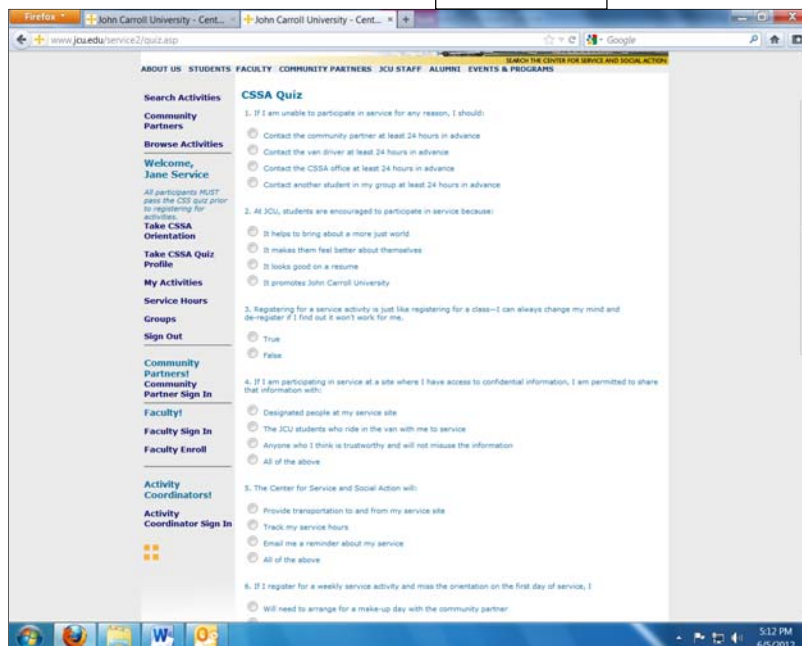
The online Pre-Service Orientation is navigated using directional arrows and links at the bottom of the pages.

CSSA Quiz

The online CSSA quiz:

- Asks 10 questions related to the orientation
- Requires 8 correct answers to “pass.”
- Is able to be re-taken until it is successfully completed
- Only needs be completed once, the first time a participant registers for service through the CSSA website.

Participants are “released” to register for service only once they have passed the quiz.



Viewing Activities

The **My Activities** link on the sub-navigation menu allows participants to:

- View a record of all service activities for which they registered
- Find basic information about their service activities
- Click around to view specifics about each activity

“My Activities” page

My Service Activity Detail

Service Activity Detail		
Activity Name	Cleveland Food Bank--Pantry Interviews (3/21)	
Community Partner	Cleveland Food Bank	
Registered on	2/20/2009 4:20:03 PM	
Needs Transportation?		
Time of Activity	11:00:00 AM to 1:00:00 PM	
Detail	3/21/2009 to 3/21/2009 NOTE: This activity is restricted to participants who attended the Food Bank Training Session on 2/19/2009. From February through April, the Cleveland Foodbank will be participating in a nationwide study sponsored by Feeding America (formerly America's Second Harvest), the national food bank network. The Food Bank will be talking to hundreds of people who receive food at food pantries and soup kitchens in our six counties, asking them detailed questions about their lives and the reasons they cannot afford to buy enough food to feed their families. This service activity involves assisting in interviewing residents of 2100 Lakeside Men's Shelter. Participants will be expected to read the survey questions out loud, listen sympathetically and record the responses of the interviewees.	
Applying To	Intro to Social Justice 111-51 Greek Life	

John Carroll Comments

Community Partner Comments

This Service Activity's Registered Dates and Hours Per		
Date	Comments	Hours
Saturday, March 21, 2009	Student drove herself to service. TP Thanks so much for helping, Jane!	1.5
Total Hours: 1.5		

In registering for and accepting placement in this service activity (ies), you have made a commitment

“My Activities/Activity” page

Current Service Activities

The following is a list of service activities for which you are currently registered. You may view additional details about your registered service activities (such as the number of hours you have completed, where you have chosen to apply your hours, and specific information about the activity) by clicking on the “Details” icon next to the activity name. You may view and complete any details related to compliance requirements for your registered service activities by clicking in the “Compliance” column next to the activity time.

Details	Activity	Dates	Registered on	Semester	Time	Compliance
	Make a Difference Day (October 25)	10/25/2008 to 10/25/2008	11/12/2008 3:46:29 PM	Fall 2008	12:00:00 PM - 3:00:00 PM	No compliance requirements
	Cleveland Food Bank--Pantry Interviews (3/21)	3/21/2009 to 3/21/2009	2/20/2009 4:20:03 PM	Spring 2009	11:00:00 AM - 1:00:00 PM	No compliance requirements
	Homeless StandDown (2/12)	2/12/2011 to 2/12/2011	2/19/2011 2:19:00 PM	Spring 2011	10:30:00 AM - 3:00:00 PM	No compliance requirements
	Huron New Mother's Education Program - 3/25/2011	3/25/2011 to 3/25/2011	3/30/2011 10:34:09 AM	Spring 2011	1:30:00 PM - 2:30:00 PM	No compliance requirements
	2100 Lakeside Saturday Chess and Game Club	6/2/2012 to 7/14/2012	6/4/2012 10:04:55 AM	Summer 2012	1:30:00 PM - 3:30:00 PM	0 of 2

Current Group Service Registrations

Participant	Activity	Dates	Time	Date Registered	Email	Phone
Jane Service	Test Activity	4/25/2009 to 4/25/2009		4/25/2009	Email	777-777-7777
Jane Service	We the People Mock Congressional Hearing (5/16)	5/16/2012 to 5/16/2012		5/16/2012	Email	777-777-7777

“My Activities/Details” page

Clicking on the table icon under the “Details” column or the name of the activity under the “Activity” column allows students to view details about their service activities.

Cleveland Food Bank--Pantry Interviews (3/21)

Saturday, March 21, 2009 to Saturday, March 21, 2009
11 AM to 1 PM

Registration Is Not Currently Open / No Spots Available

SEARCH MORE

Details	Location	FAQ	Exact Dates
Community Partner	Cleveland Food Bank,		
Semester	Spring 2009		
Dates	Saturday, March 21, 2009 to Saturday, March 21, 2009		
Days:	☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thurs ☒ Fri ☐ Sat ☐ Negotiable		
Time	11 AM to 1 PM		
Estimated Time of Travel	30 minutes		
Details:	NOTE: This activity is restricted to participants who attended the Food Bank Training Session on 2/19/2009. From February through April, the Cleveland Foodbank will be participating in a nationwide study sponsored by Feeding America (formerly America's Second Harvest), the national food bank network. The Food Bank will be talking to hundreds of people who receive food at food pantries and soup kitchens in our six counties, asking them detailed questions about their lives and the reasons they cannot afford to buy enough food to feed their families. This service activity involves assisting in interviewing residents of 2100 Lakeside Men's Shelter. Participants will be expected to read the survey questions out loud, listen sympathetically and record the responses of the interviewees.		
Transportation Provided?	☒ = available for Transport 3		
Maximum # of Participants Per Date:	3		
This activity is restricted to students enrolled in the following courses:			
This activity is preferred for students enrolled in the following courses:			

"My Activities/Compliance" page

Compliance Requirements

The colored boxes under the "Compliance" column indicate the following:

- A **green** box indicates that all compliance requirements have been completed
- A **yellow** box indicates that some action has been taken on requirements
- A **red** box indicates no action has been taken.

By clicking on the text in the colored box in the Compliance column, participants are able to view and manage the compliance requirements for an activity.

The screenshot shows the 'Current Service Activities' section. It includes a table with columns: Details, Activity, Dates, Registered on, Semester, Time, and Compliance. The 'Compliance' column contains colored boxes: green for 'No compliance requirements', yellow for 'No compliance requirements', and red for '0 of 2'.

Details	Activity	Dates	Registered on	Semester	Time	Compliance
☐	State Conference Day (October 23)	10/23/2008 to 10/25/2008	11/12/2008 3:48:29 PM	Fall 2008	12:00:00 PM - 3:00:00 PM	No compliance requirements
☐	Cleveland Food Bank-Pantry (12/21)	3/21/2009 to 3/21/2009	3/20/2009 4:20:03 PM	Spring 2009	11:00:00 AM - 1:00:00 PM	No compliance requirements
☐	Hondell's GrandCoast (12/14)	2/12/2011 to 2/12/2011	2/11/2011 2:19:00 PM	Spring 2011	10:30:00 AM - 3:00:00 PM	No compliance requirements
☐	Huron New Student's Education Program (3/23/2011)	3/23/2011 to 3/23/2011	3/30/2011 10:34:09 AM	Spring 2011	1:30:00 PM - 2:30:00 PM	No compliance requirements
☐	2100 Lakeside Saturday Chess and Game Club	6/2/2012 to 7/14/2012	6/4/2012 10:04:18 AM	Summer 2012	1:30:00 PM - 2:30:00 PM	0 of 2

Below the table is a section for 'Current Group Service Registrations' with columns: Participant, Activity, Dates, Time, Date Registered, Email, and Phone.

Participant	Activity	Dates	Time	Date Registered	Email	Phone
Jane Service	Test Activity	4/25/2009 to 4/25/2009		4/25/2009	[Email]	777-777-7777
Jane Service	We the People Mock Congressional Hearing (3/16)	5/16/2012 to 5/16/2012		5/16/2012	[Email]	777-777-7777

This first screen lists all the compliance requirements for this activity, and the current status of each requirement. Participants can click on the colored box in the Status column to manage a specific compliance requirement.

"My Activities/Compliance/Status" page

This screenshot shows the next step in the compliance process. Instructions on completing a requirement are always included in the "Comments" section. Once the participant takes action on completing the requirement, the "Entered On" field will be filled in. Once the participant completes the requirement, the "Approved On" field is filled in.



NOTE: Because some of these fields are managed manually by CSSA staff, the fields are not always updated immediately.

The screenshot shows the 'Manage Requirement' page. It includes a table with 'Requirement Information' and a 'Comments' section. The 'Comments' section contains instructions for completing the requirement.

Requirement Information	
Name	Pre-Service Workshop
Compliance Type	Pre-Service Workshop
Activity	2100 Lakeside Saturday Chess and Game Club
Requirement Entered On	
Requirement Approved On	
Comments	All participants in this activity must register for and attend a Pre-Service Workshop the week of January 30th. Please register via this link: https://johncarrolluniversity.wufoo.com/forms/preservice-orientation-sessions/

Below the table is a red box with the text: "Participants who do not complete all requirements for service by the due date indicated may be removed from service."

At the bottom is a link: [Questions? Feedback? Suggestions? Contact Us!](#)

Uploading a compliance requirement document

Often, a compliance requirement will require that a student complete and **upload a document**, as is the case in this screenshot. →

The instructions direct the participant to first complete the blank document, available by clicking on the link in that field.

The blank document opens in a new window. Participants can then complete the blank document, save it to their desktop, and upload it back onto the page.

"Blank Document"



NOTE: Simply clicking the "save" icon in the document will NOT save it in the CSSA system. The completed document MUST be saved elsewhere and then uploaded into the system by the participant.

Searching for a Service Activity

The first key element in finding service activities is the main **Search Activities** page of the website. Specific features are detailed below:

The screenshot shows the John Carroll University website's search interface. The page title is "Search for Service Activities". It includes a date range selector, a weekly availability grid, a transportation needs checkbox, a dropdown menu for campus interest, and a search button. Callout boxes provide detailed explanations for these features.

Date Range Field: Defaults to the current semester.

Availability Field: Participants can select day/time that is good for them.

Transportation Needed Field: Participants can choose to search ONLY for activities where transportation is provided.

Campus Interest Field: Participants can select to search for activities based on their area of service interest or course name.

Days	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
Day	☐	☐	☐	☐	☐	☐	☐
AM	☐	☐	☐	☐	☐	☐	☐
Aft.	☐	☐	☐	☐	☐	☐	☐
PM	☐	☐	☐	☐	☐	☐	☐

Will you need transportation provided? ☐ Yes, I will need transportation.

If your service work is connected to a particular course you are taking, or if you have a special area of interest for your service work, please indicate that by choosing from the options below in order to limit your search to appropriate activities.

COURSE -- Psychology of Autism
Inclusion & Accessibility
COURSE -- Child and Adolescent Psychopathology
COURSE -- Adolescent Development
COURSE -- Hispanic Immigrants in Film, Literature, & Music
COURSE -- Philosophy of Love and Sex
COURSE -- 20th Century Youth Culture
Detention and Re-entry
Senior Citizens
COURSE -- Child Development
COURSE -- Intro to Religious Studies
Food Security

Search For Activities!

Firefox - John Carroll University - Cent... John Carroll University - Cent... +

www.jcu.edu/service2/partners.asp

John Carroll UNIVERSITY

ABOUT US STUDENTS FACULTY COMMUNITY PARTNERS JCU STAFF ALUMNI EVENTS & PROGRAMS

Search Activities

Community Partners

The (count) equals number of activities per community partner for current semester. Note: If current date (6/4/2012) does not reside within a recorded semester record's parameter, it will equal zero for all.

Browse Activities

Participants!

Enrolled before? Participant Sign In

First time visiting? Enroll Here

Community Partners! Community Partner Sign In

Faculty! Faculty Sign In Faculty Enroll

Activity Coordinators! Activity Coordinator Sign In

AB C D E F G H I J K L M N O P Q R S T U V W X Y Z

(1) Big Brothers/Big Sisters (216) 821-8223	(5) Boys & Girls Club of Cleveland (216) 397-4099	(1) Boys Hope Girls Hope (216) 441-3980
(1) Caladonia Elementary (216) 248-6690	(2) Carroll Reads (CCPL Richmond Heights Branch) (216) 449-0666	(1) Carroll Reads (Marion Sterling) (216) 621-0612
(1) Carroll Reads (St. Adalbert School) (216) 321-6250	(2) Chambers Elementary (216) 268-6640	(2) CHAMPS Noble (440) 212-2700
(2) CHAMPS Roxboro (216) 320-2325	(0) Circle K International (216) 397-4099	(2) Cleveland Food Bank (216) 730-2205
(1) Collinwood High School (216) 451-8702	(2) Cuyahoga County Juvenile Detention Center (216) 443-3242	(1) Domestic Violence & Child Advocacy Center (216) 688-7295
(3) Eliza Bryant Village (216) 361-6141	(1) English as a Second Language (216) 641-2829	(2) Famco Foundation (216) 721-3217
(3) Family Promise of Greater Cleveland (216) 767-4061	(4) Fatima Family Center (216) 391-0505	(0) Fieldstone Farm Therapeutic Riding Center (440) 708-0013
(1) Free Clinic (216) 371-4515	(0) Gearity Aftercare (216) 371-4515	(7) Gearity Autism Unit (216) 371-4515
(11) Gearity Preschool (216) 371-4515	(6) Gearity Sensory Room (216) 371-4515	(0) GED Program (216) 397-4099
(1) Goodrich-Gannett Neighborhood Center (216) 420-1717	(2) Greater Cleveland Immigrant Support Network (216) 268-6610	(2) Heritage Middle School (216) 268-6610
(1) Holy Name Elementary (216) 341-0084	(2) Intergenerational School (216) 721-0120	(4) Jewish Federation of Cleveland (216) 593-2874
(1) John Adams High School (216) 491-5700	(2) Koinonia (216) 741-6659	(2) La Providencia Hispanic Senior Center (216) 631-1599
(0) Labre Project (216) 906-2667	(1) LGBT Community Center of Greater Cleveland (216) 651-5428	(1) LGBT Community Center of Greater Cleveland (216) 651-5428
(1) Lutheran Metropolitan Ministry (216) 566-0047	(1) Malachi House (216) 621-6031	(1) Many Villages Boulevard (216) 371-7140
(4) Many Villages Canterbury (216) 371-6090	(1) Mayfair Elementary (216) 268-6650	(6) Mayfield Village Adaptive Recreation (440) 461-2210
(0) MedWish International (216) 462-1485	(2) Montefiore (216) 340-4030	(0) Monticello Middle School (216) 371-4515
(21) One Time Projects and Special Events (216) 397-4099	(1) Open Doors Academy at Miles Park (216) 407-3784	(4) Open Doors Academy at Wiley Park (216) 229-1900
(2) Project Que (216) 261-4044	(1) Prospect Elementary (216) 268-6630	(6) Quantum LEAP (216) 698-7716
(5) Rainbow Babies and (216) 268-6630	(0) Rose-Mary Center (216) 268-6630	(1) Saturday Tutoring at Church

3:06 PM 6/4/2012

The second method for finding service activities is the **Community Partners** page of the website. It provides:

- An alphabetical listing of all CSSA partners
- Direct links to the partners' profiles and activities
- A count of current activities available with each partner

Firefox - John Carroll University - Cent... John Carroll University - Cent... +

www.jcu.edu/service2/activities.asp

John Carroll UNIVERSITY

ABOUT US STUDENTS FACULTY COMMUNITY PARTNERS JCU STAFF ALUMNI EVENTS & PROGRAMS

Search Activities

Community Partners

Browse Activities

Participants!

Enrolled before? Participant Sign In

First time visiting? Enroll Here

Community Partners! Community Partner Sign In

Faculty! Faculty Sign In Faculty Enroll

Activity Coordinators! Activity Coordinator Sign In

Browse Service Activities

Click activities' names to view complete day offerings and detail.

Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday

Found 9 activities with your search criteria.

You can use additional details and/or register for an activity by clicking on it.

Or you can [search again](#).

GLOBAL YOUTH SERVICE DAY WITH YOUTHABILITY (4/22)

April 22, 2012 to April 22, 2012

11:30 PM to 4 PM

S - - - - -

Registration Is Currently Closed Details and Registration

Global Youth Service Day is an annual campaign that celebrates and mobilizes the millions of children and youth who improve their communities each day of the year through service and service-learning. Established in 1988, GYSD is the largest service event in the world and is now celebrated in over 100 countries. On GYSD, children and youth address the world's most critical issues in partnership with families, schools, community and faith-based organizations, businesses, and governments.

In this activity, participants will work in partnership with developmentally-challenged teens and young adults in the Youthability program in helping to build a new trail in the Cleveland MetroPark system. Participants will be expected to engage in manual labor using shovels, clippers and other tools and to assist in clearing a trail that will eventually be published on a MetroParks map.

NOTE: This activity involves work outside, and will take place RAIN OR SHINE. Gloves and tools will be provided, but all participants in this activity MUST:

1. Dress appropriately for the weather (including boots), in clothes that you are willing to get dirty.
2. Bring a full water bottle.
3. Be willing to participate in physical labor.

Failure to comply with these requirements will result in removal from the activity.

US TOGETHER SUPER SUNDAY (4/15)

April 15, 2012 to April 15, 2012

12:30 PM to 4:30 PM

S - - - - -

SERVICE TYPE: Refugee and Resettlement Services
PARTNER: US Together
VIDEO: Coming Soon!

3:22 PM 6/4/2012

The last method for finding service activities is **Browse Activities**. The Browse Activities page displays:

- All current service activities by the day of the week.
- in reverse chronological order, with earliest activities in a semester appearing at the bottom of the page.

Registering for a Service Activity

Once a participant finds a service activity that fulfills his/her interests, schedule, and/or class requirement, s/he can register for that activity.

Service Activity Name

Profile

My Activities

Service Hours

Groups

Sign Out

Community Partners!

Community Partner Sign In

Faculty!

Faculty Sign In

Faculty Enroll

Activity Coordinators!

Activity Coordinator Sign In

2100 LAKESIDE SATURDAY CHESS AND GAME CLUB

June 2, 2012 to July 14, 2012

1:30 PM to 3:30 PM

TEST ACTIVITY--NOT OPEN FOR REGISTRATION!!

Open Details and Registration

SERVICE TYPE: Homelessness & Affordable Housing
PARTNER: [Lutheran Metropolitan Ministry](#)
VIDEO: [Check it Out!](#)

DESCRIPTION: Service participants in this activity host a weekly Chess and Game Club at the noon meal. Participants will help prepare by setting up chess boards and games, set playing music, and inviting men in the shelter to join them in playing games, talking, and of enjoyment and conversation with others.

IMPORTANT: This activity involves **direct interaction with men who are experiencing homelessness**. Participants must be able to **initiate and engage in conversation** with this population. If you are uncomfortable with these requirements, please select a different activity.

All students who register for this service activity **will be required to:**

1. Register for and attend a Pre-Service Workshop the week of January 30th.
2. Complete this [waiver](#) and upload it to their participant profile by Tuesday, February 7th.
3. Participate in weekly service at this site.

Further details about these requirements will be provided upon acceptance/registration. Failure to complete these requirements will result in removal from the activity.

1. Click on the name of the service activity

Register Now!

Search Activities

Community Partners

Browse Activities

Participants!

Enrolled before? **Participant Sign In**

First time visiting? **Enroll Here**

Community Partners!

Community Partner Sign In

Faculty!

Faculty Sign In

Faculty Enroll

Activity Coordinators!

Activity Coordinator Sign In

2100 Lakeside Saturday Chess and Game Club

Saturday, June 02, 2012 to Saturday, July 14, 2012

1:30 PM to 3:30 PM

Spots Still Available

Register Now!

Search More

Details	Location	FAQ	Exact Dates
Community Partner Lutheran Metropolitan Ministry, Semester Summer 2012 Dates Saturday, June 02, 2012 to Saturday, July 14, 2012 Days: ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thurs ☐ Fri ☒ Sat ☐ Negotiable Time 1:30 PM to 3:30 PM Estimated Time of Travel 35 minutes Details: TEST ACTIVITY--NOT OPEN FOR REGISTRATION!! SERVICE TYPE: Homelessness & Affordable Housing PARTNER: Lutheran Metropolitan Ministry VIDEO: Check it Out! DESCRIPTION: Service participants in this activity host a weekly Chess and Game Club at the shelter after the noon meal. Participants will help prepare by setting up chess boards and games, setting out snacks, playing music, and inviting men in the shelter to join them in playing games, talking, and sharing in a time of enjoyment and conversation with others. IMPORTANT: This activity involves direct interaction with men who are experiencing homelessness. Participants must be able to initiate and engage in conversation with this population. If you are uncomfortable with these requirements, please select a different activity. All students who register for this service activity will be required to: 1. Register for and attend a Pre-Service Workshop the week of January 30th. 2. Complete this waiver and upload it to their participant profile by Tuesday, February 7th. 3. Participate in weekly service at this site. Further details about these requirements will be provided upon acceptance/registration. Failure to complete these requirements will result in removal from the activity.			

2. Click the "Register Now!" button

Register for Service Activity

2100 LAKESIDE SATURDAY CHESS AND GAME CLUB

6/2/2012 to 7/14/2012 @ 1:30:00 PM

Acceptance and Waiver of Responsibility

Before you can register for any activity you must read and agree to the [acceptance and waiver of responsibility document](#).

☐ Yes, I have read and agree to the acceptance and waiver of responsibility document.

Will you require transportation?

☒ Yes, I need transportation to this activity

☐ No, I do not need transportation to this activity.

Where would you like to apply these service hours to? Select at least one.

Course #1	Select...
Course #2	Select...
Campus Activity #1	Select...
Campus Activity #2	Select...

Once submitted, do NOT try to stop your browser or refresh the browser.

Submit Registration Now

Waiver Document and Acceptance Box

Transportation Selection

Course/Campus Activity Selection

3. Read the “*acceptance and waiver of responsibility document*” and check the ☐ stating that you have read and agree to the document.
4. Indicate whether or not you will require **transportation** to your service activity
5. Indicate which **course(s)** or **campus activity/ies** to which you would like to apply your service hours by clicking the drop-down arrow and selecting an option. You may choose to apply your service hours to up to 2 courses and up to 2 campus activities.
6. Click the “**Submit Registration Now**” button

Registration successful!

View the activity page for [2100 Lakeside Saturday Chess and Game Club](#).

Service Activity Name

You have successfully registered for 2100 Lakeside Saturday Chess and Game Club. We strongly urge you to [print this page](#) to retain for your records! **If you cannot print this page, come to the CSSA office in AD30 and we will print a copy of your registration for you.** We will send an email confirmation of this registration to the email address you provided to us; if you do not receive it, contact us immediately at service@jcu.edu.

You have successfully registered for 2100 Lakeside Saturday Chess and Game Club

Please print this page to retain for your records.

You will be receiving an email confirmation shortly.

Number of Compliance Requirements

This activity has 2 compliance requirement/s which must be completed by the deadline indicated in the activity description, or you will be removed from this activity. You may view these requirements under the 'My Activities' link in your profile, or by [clicking here](#).

ID-10085 - John Carroll University Center For Service and Social Action

Catherine Distelrath has been registered for a service activity.

Activity Name:
2100 Lakeside Saturday Chess and Game Club
Activity Address:
2100 Lakeside
Cleveland, OH 44114
Contact Person:
Center for Service and Social Action

Days of Service :
Saturday, June 02, 2012
Saturday, June 09, 2012
Saturday, June 16, 2012
Saturday, June 23, 2012
Saturday, June 30, 2012
Saturday, July 07, 2012
Saturday, July 14, 2012

Date(s), Service Time, and
Travel Time of Activity

Time of Service:
1:30:00 PM - 3:30:00 PM

Estimated Travel Time:
35

Requested Transportation:
Yes

If you have requested transportation, please meet your driver at the stop sign on Administration Drive by the library walkway at the appropriate time. (For example, if your 'Time of Service' is from 9:00-10:30am and your 'Estimated Travel Time' is 15 minutes, you would meet the driver at 8:45am and you would be returned to campus at 10:45am.)

In registering for and accepting placement in this service activity, you have made a commitment to participate in service on all designated days/times. Should you need to change your service commitment or edit the attribution of service hours, please contact the Center for Service and Social Action office at service@jcu.edu or at 216.397.4698.

When your service activity registration is complete, you will be directed to this page. It includes all the information you need in order to prepare for your service activity. This includes:

- Name of service activity
- Number of compliance requirements for the activity and a link to access details on the requirements
- Date(s), service time, and travel time for the activity

Missing Service

A very important aspect of service is actually upholding a regular commitment to attend the service. Our community partners rely on our students to show up to service on all their assigned dates. For this reason, CSSA provides students with a list of dates for their specific service activity for the semester before they ever register for the activity. This prevents students from missing service unless there is an absolute emergency.

That being said, emergencies do happen. So, if a participant cannot make it to service, s/he must e-mail service@jcu.edu **PRIOR** to the start of the service activity and include:

- First and last name
- Name of service site
- Day of the week participant attends service at this site